



King County Uniformed Services Leave Form

Annual Military Fiscal Year
(Oct 1 – Sept 30): _____

Instructions

This form and accompanying documentation are required once **annually**. New orders or equivalent documentation received within the military fiscal year require the employee to provide a copy which will be recorded in the history section below. Any changes to the annual training schedule must also be provided by the employee. This form and accompanying documentation should be completed and submitted by the employee prior to uniform service. Employees will not receive any additional pay or benefits from King County until the form and accompanying documentation is received.

“Uniformed Services” includes, but is not limited to, the Armed Services, the Washington National Guard, and the United States Public Health Service Commissioned Corps and its reserve.

Section 1: To be Completed by the Employee

Complete this section and forward all required paperwork to the agency Uniformed Services Leave Coordinator (page 4).

Required documentation if leave is for training:

- ☐ Training orders or schedule
- ☐ Agency absence request

Scheduled dates of training:

Required documentation if leave is for active duty:

- ☐ Active duty orders
- ☐ Wellness assessment exception form
- ☐ Leave & Earnings Statement (each change in pay)
- ☐ Personnel information update form (as needed)
- ☐ W-4 form (as needed)
- ☐ Direct deposit form (as needed)

Scheduled active duty dates of service:

Active duty start date: _____

Active duty release date: _____

Return to work Date: _____

Name of employee: _____ Employee ID: 0000 _____

Preferred contact method while on leave (address, email, etc.), please list: _____

Should I exceed my 21 days of military leave I wish to use my accruals in the following order (indicate with 1, 2, 3, 4 or 5):

☐ Vacation leave ☐ Executive leave ☐ Compensatory time ☐ Leave without pay ☐ Other: _____

I have attached a copy of my uniformed service or training orders and applicable documents identified above. I understand that a delay in providing my orders and military pay grade or military pay grade change statements to my Uniformed Services Leave Coordinator may delay County benefits and any pay to which I am entitled. I understand that I may receive differential pay during my leave and that any differential pay I may receive from King County is considered taxable income, as will be shown on a W-2. I understand that Social Security taxes are non-deductible and may result in reduced Social Security and Medicare retirement benefits. I understand that I may receive sick and vacation leave accruals while in the uniformed services or training and that all County employees entitled to military leave of up to 21 days will accrue sick and vacation leave while on uniformed services leave. If I elect to make all benefit-related and pay-related decisions myself and cannot be contacted due to my service in the uniformed services, I authorize King County to make the decisions on my behalf with the understanding that all decisions may be reviewed upon my return and modified by me where appropriate and to the extent possible.

Employee's signature _____ Date signed _____

Employee Name: _____

Section 2: To be Completed by Agency Uniformed Services Leave Coordinator

Agency Uniformed Services Leave Coordinator: _____

Coordinator comments: _____

I have reviewed and verified that all necessary information has been received and confirm that this employee is approved for uniformed services leave. I have forwarded a copy of all necessary paperwork to my agency payroll/HR personnel. I understand that I am responsible for ensuring proper administration of this military leave of absence.

Coordinator Signature: _____ Date: _____

Section 3: Additional History to be Completed by Agency Uniformed Services Leave Coordinator

☐ Active Duty ☐ Annual Training

New schedule/days: _____ Start date: _____ End date: _____

☐ Active Duty ☐ Annual Training

New schedule/days: _____ Start date: _____ End date: _____

☐ Active Duty ☐ Annual Training

New schedule/days: _____ Start date: _____ End date: _____

☐ Active Duty ☐ Annual Training

New schedule/days: _____ Start date: _____ End date: _____

Section 4: To be Completed by the Agency Payroll/HR Personnel

Complete the appropriate actions depending on the type of uniformed services leave. Ensure employee only receives up to 21 days of paid uniformed services per military calendar year (Oct 1st – Sept 30th).

21 Day Payroll Tracking: _____

Active duty checklist:

- ☐ Enter military leave coding into PeopleSoft HCM system
- ☐ Forward all attached forms and orders to Central Payroll Operations, CNK-ES-0230 (if eligible for differential pay)

Training leave checklist:

- ☐ Ensure completion of PeopleSoft timesheet

Agency Payroll/HR Name(s): _____ Date: _____

Section 5: To be Completed by Central Payroll Operations

Verify all information and complete the following **active duty** leave checklist:

- ☐ Receive uniformed services orders, or equivalent, for active duty leave (if differential pay is being received)
- ☐ Process pay rate for uniformed services pay differential as needed
- ☐ Verify differential pay rate changes by obtaining and reviewing military pay grade change each January
- ☐ Maintain copies of uniformed services orders and associated forms for active duty leaves

I have completed and verified all information Signature _____ Date _____

Employee Benefit Information

Detailed information regarding these insurance plans is available from Benefit and Retirement Operations at 206-684-1556 or www.kingcounty.gov/employees/benefits.

Continuation of Health and Insurance Benefits for Benefits-Eligible Employees. Any employee eligible for insured benefits who enters the uniformed services shall continue to receive medical, dental, and vision benefits for a time period commencing with the beginning of an employee's uniformed services leave of absence and continuing until uniformed service has been completed, generally up to a total cumulative period of five years. Employees shall also receive up to 12 months of basic life insurance coverage during their eligible leave.

Continuation of Health and Insurance Benefits for Local 587 Employees in the Partial Benefits Plan. Under the Partial Benefits Plan, employees eligible for King County benefits pay for a portion of their benefits. During leave for uniformed services, employees will remain responsible for paying their portion of their benefits that are not normally subsidized by King County. Medical, dental, and vision coverage will continue for lessor of employee service or exhaustion of USERRA. Employees may also continue to pay for and receive up to 12 months of basic life insurance coverage during their eligible leave.

Insurance Payment Details. "Insured benefits" do not include supplemental life insurance, basic and supplemental accidental death and dismemberment (AD&D) insurance, or basic and supplemental long-term disability (LTD) insurance. Employees may self-pay to continue supplemental life insurance for up to 12 months from the date that they leave work for uniformed services. Employees may also self-pay to continue basic and supplemental AD&D for up to six months and basic and supplemental LTD for up to 18 weeks from the date that they leave work for uniformed services. Employees must self-pay to continue insurance coverage for covered dependents.

No benefits are paid for an accident that occurs after an employee has been on full-time uniformed services leave more than 30 days or for death or injury resulting from declared or undeclared acts of war unless the accident occurs when the employee is not on duty.

Dependent Care and Health Care Flexible Spending Accounts. Participation in a dependent care and/or health care flexible spending account discontinues while the employee is on uniformed services leave. When the employee returns to active employment within the same FSA plan year, the account may be reactivated upon notice to Benefits, and Retirement Operations (206-684-1556).

Employee Assistance Program. The Employee Assistance Program (EAP) and Making Life Easier (MLE) program can provide the returning employee and the employee's immediate family with support in a number of areas free of charge. All information discussed with an EAP or MLE counselor is confidential and can be disclosed only with your permission or as required by law or County policy. For help resolving work-related problems, call an EAP counselor at 206-477-0631 or 206-477-0632. MLE is a benefit provided to benefit-eligible County employees, their dependent family members, and anyone living in the employee's household. MLE provides assistance with counseling, financial and legal matters, child care, adult and elder care, as well as home ownership services. More information is available by calling 1-888-874-7290 or online at <http://www.kingcounty.gov/employees/HumanResources/EAP.aspx>.

Washington State Department of Retirement Systems, Social Security, Industrial Insurance, and Payroll Deductions. If an employee is engaged in annual military training and receives pay from King County, both retirement system and industrial insurance deductions are taken. If an employee is on uniformed services leave and receives differential pay, deductions for the retirement system, Social Security and industrial insurance are not made. Differential pay received from King County is income and is taxable. The employee may purchase/request retirement service credits from the Department of Retirement Systems upon returning to employment with King County. Call 1-800-547-6657 anytime or read more information on the DRS Web site at: <http://drs.wa.gov/>.

Payroll Direct Deposit and Deductions. All employees on paid uniformed services leave are encouraged to enroll in direct deposit through a Payroll Direct Deposit Authorization Agreement. The following payroll deductions continue as funds allow: child support, garnishments or IRS levies, and union dues. Voluntary deductions, such as charitable giving or savings bonds, are suspended until the employee returns to work.

Personal Holidays. Employees on leave in the uniformed services who are eligible for leave benefits will receive personal holidays which are credited to the employee's vacation leave accruals (one in the first paycheck of October and one in the first paycheck of November) for the lessor of employee service or exhaustion of USERRA.

Vacation and Sick Leave; Holidays. Employees on leave in the uniformed services who are eligible for leave benefits will accrue sick and vacation leave and receive holidays for the lessor of employee service or exhaustion of USERRA. Paid accruals, other than sick leave, may be used for training beyond the annual 21 days and during active duty report back periods.

Agency Uniformed Services Leave Coordinators and Other Military Information			
Agency	Coordinator Name	Telephone Number	Mail Stop
DAJD	Paula Seeger	206-477-2373	KCF-AD-0600
DCHS	Susan Churchill	206-263-1293	PRE-PD-0200
DES	Ellen Fluharty	206-205-1009	CNK-ES-0300
DPER	Theresa Reynolds	206-477-0380	35030 SE Douglas St, Ste 210, Snoqualmie, WA 98065
DJA	Teresa Bailey	206-477-0768	KCC-JA-0609
DOA	Richard P. Watson	206-263-2356	ADM-AS-0700
	Backup: Alicia Warren	206-263-2264	ADM-AS-0708
Transit	Diana Wurn	206-477-5999	KSC-TR-0419
DNRP	Debbie Udydz	206-477-4590	KSC-NR-0700
DPH	Dan Hughes	206-263-8411	CNK-PH-1000
KCSO	Helen Ivory	206-263-2545	KCC-SO-0100
KCIT	Silvette Lee	206-263-1348	CNK-IT-0600
Roads/Airport/Fleet/Marine	Melinda Dickie	206-477-3608	KSC-TR-0313
DPD	Terry Howard	206-263-1462	CNK-PD-0550
BPROS Differential Pay Administrator	Susan Gleason	206-263-9366	CNK-ES-0230

Uniformed Service Branches

United States Army Commander Soldier's Records Data Center (SRDC) 8899 East 56th Street Indianapolis, IN 46249-5301 (866) 771-6357	United States Air Force HQ AFPC/DPDXIDL 550 C Street, West, Suite 50 Randolph AFB, TX 78150-4752 (210) 565-2660
United States Marine Corps Headquarters U S Marine Corps Personnel Management Support Branch (MMSB-17) 2008 Elliot Road Quantico, VA 22134-5030 (703) 784-3941 / (703) 784-3942	United States Navy Bureau of Naval Personnel PERS 312F 5720 Integrity Drive Millington, TN 38055-3120 (901) 874-5111
United States Public Health Service Commissioned Corps Office of Force Readiness and Deployment Office of the Surgeon General 5600 Fishers Lane, Room 18C-26 Rockville, MD 20850 (301) 443-3859	United States Coast Guard Commander Coast Guard Personnel Command (CGPC-adm-3) 4200 Wilson Blvd, Suite 1100 Arlington, VA 22203-1804 (202) 493-1697

Verify active duty orders: https://www.dmdc.osd.mil/appj/scra/single_record.xhtml

Locating service members or a mailing address: https://kb.defense.gov/app/answers/detail/a_id/344/related/1